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29 May 1953

**MEMORANDUM FOR:** The Chairman of the Project Review Committee

**FROM :** The Recording Secretary, PRC

**SUBJECT :** Check-list to be used in submitting projects for PRC consideration

In compliance with your instruction of 20 May 1953 there is attached a proposed check-list to be used in the preparation of projects for submission to the Project Review Committee. The purpose of the check-list is to ensure that pertinent information will be included in the written presentation of projects rather than have to be obtained orally during formal meetings of the Committee.

There appear to be at least three alternative ways in which the check-list can be used:

Alternative no. 1 - Simply distribute copies of the check-list and request the originating offices to make use of it as a guide in preparing the written presentations of their projects. As a slight variant of this alternative, the requirement might be added that the officer signing off on the project make the written statement in submitting the project to the PRC that answers to the applicable check-list questions are included.

Alternative no. 2 - Have the check-list mimeographed or printed with spacing which permits the insertion of brief answers to the applicable questions (i.e., statements as brief as clear understanding allows). As a slight variant of this alternative, the check-list might be divided into two sections: the first made up of those questions to be answered for all projects and the second of questions which may or may not be applicable. In either case, the check-list would be signed by the officer signing off on the project.

Alternative no. 3 - Require that all projects be submitted to the Project Review Committee under cover of a transmitting memorandum which includes answers to all applicable questions of the check-list plus a brief presentation of the facts peculiar to the project not covered by the check-list questions. (Note: The current practice varies considerably as to the form in which projects are submitted to the PRC. Sometimes transmitting memoranda are used and sometimes not. When they are used they may be very brief or they may be long. Sometimes an endorsement for submission to the PRC is made on the project paper; sometimes even this is lacking.)

As background information in considering the proposed check-list and ways it should be used, the degree to which existing regulations governing the submission of projects to the PRC are followed varies considerably, and lack of acquaintance with the pertinent regulations has been manifest. Also,

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Chairman, PRC

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Chief, ID/P-Admin., currently has under preparation a revision of the procedures within the ID/P area for handling projects for submission to the PRC. 25X1

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Enclosure:  
Check-list

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